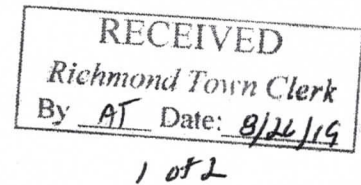


**Richmond Public Library
Board of Trustees Minutes
August 19, 2019**



Members Present: Jerry Mills, Chair; Douglass Bartlett, Treasurer; Wendy O'Brien, Librarian.
Members Absent: John Lewis, Secretary.

The meeting began at 9:23 a.m.

There were no guests or public comment.

Douglass made a motion to approve the minutes of the July 8, 2019 as amended. Jerry seconded the motion and it was passed.

Treasurer's Report:

Douglass reported that the Operating Account stands at \$21,715.56 and the Librarian's Account \$660.65. It was noted that the Librarian's Account was low. Wendy thought it was due to a twice-yearly invoice for children's books. While there should be income from the upcoming book sale and raffle, she will curtail spending over the next few months. Jerry made a motion to accept the Treasurer's Report. Douglass seconded the motion and it passed.

Librarian's Report:

Wendy reported that the Library's programming continues to be busy. The summer reading program is wrapping up and the more traditional programming will begin in September.

It was noted by Douglass that it would help the flow of discussion for the Archives Report to be separate from the Librarian's Report. Wendy passed out an inventory of items currently in the Library's basement as well as a list of boxes that had been requested multiple times from the Keene facility. Jerry suggested that members look at the items on the inventory for the next meeting and designate them to be kept or removed.

There was some discussion about the possibility of future use of the old Police Department building as a storage facility for archival materials. The Selectmen have concluded that the space will be used as a community meeting center. Members of the Historical Society hope to have a future meeting with the Selectmen about the possibilities of the space.

Wendy has been in touch with Steve LaFlam about the replacement of the shed and portico roof and the repair of the sill next to the Library entrance. Steve is willing to give a quote for replacing the four windows in the main reading room/entranceway. There are still some unfinished projects that need to be addressed, such as painting the front steps and replacing the back-porch railing. Wendy will forward to Jerry Steve's contact information.

Wendy distributed a draft "Code of Conduct" created by combining policies from other Libraries. This policy would create a way to enforce the conduct of patrons while at the Library, which

would assist in case there is a need to call for outside assistance due patron's behavior. There was a discussion about firearms in the Library, and it was determined that since the Library is a public space, the policy needs to follow NH law.

Wendy and Douglass had researched the restricted funds and have determined that lawyer's assistance is required. Wendy has contacted Susan at Town Hall as to whether the Town's lawyer or the NH Municipal Association's lawyer would be most appropriate for advice.

Wendy suggested that the discussion of Library staff job descriptions wait until the full Board is present.

Old Business:

Jerry noted that he has not heard from Athol Granite about the stone step. Wendy will forward to him the wording for the plaque and he will place the order with Healy.

Wendy still needs to contact the electrician about replacing the lights in the main reading room.

The fencing and hand railing projects were not discussed as John was unable to attend the meeting.

Jerry mentioned the proposed schedule for having the Tramp House open on Richmond Day.

New Business:

There was no new business.

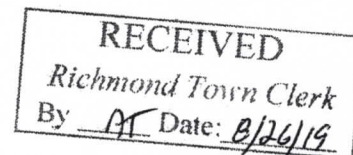
The next meeting was scheduled for September 23, 2019 at 9:30.

The meeting was adjourned at 10:23.

Respectfully submitted,



Wendy O'Brien, Librarian



2 of 2